



Travel Forms

IMPORTANT: All requests for pre-approval of travel and for reimbursements must be submitted through [Chrome River](#), the Louisiana Community and Technical College System Office Travel website, and must follow the procedures outlined in the [Delgado Travel Procedures](#).

Additional Travel Forms

The following forms are required *when needed* as described in [Delgado Travel Procedures](#).

Click on the appropriate form link below and the form will open or download:

- [Authorization for Special Travel Circumstances \(Form 1380/004\)](#)
- [Certification of Employee Routine Field Travel Form \(Form 1380/003\)](#)
- [Vehicle Rental Request Form \(Form 1380/005\)](#)
- [Complimentary Admission, Lodging, and/or Transportation Disclosure Statement \(Form 413F\)](#)
- [Hotel Lodging Sales/Use Tax Exemption Form \(State of Louisiana Form\)](#)
- [Non-State Employee Use of State Vehicle Acknowledgment Form \(State of Louisiana Form\) formerly Hold Harmless Agreement Form\)](#)
- [Carl Perkins Travel Request Form \(for Carl Perkins travelers only\)](#)

See the [Delgado Travel Office's webpage](#) for more information.